

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 5 Sept. 1946

FROM : Judson H. Lightsey

SUBJECT: Letter of Instructions to Overseas Missions and Stations

1. Attached is a draft of the personnel instructions covering liquidation of SSU activities overseas and the appointment of personnel to the CIG. These instructions have been written so as to apply generally to all Missions and Stations, but will have to be revised in individual instances depending upon the numbers of employees at given locations, length of time required for transmittal, etc.

2. As regards paragraph 2, page 1, it may be necessary to eliminate this paragraph and write a separate letter transmitting a copy of the termination notice.

3. Samples of all forms are attached and arrangements have been made for reproduction of sufficient quantities, with delivery expected on Monday or Tuesday, September 9 or 10.

4. The Personnel Action Request Form will probably not be reproduced before Monday, after which it will be necessary for Special Funds and Fiscal Division to insert all of the required information. This will probably postpone dispatch of some of the letters until Friday morning, September 13, at the earliest.

5. It is suggested that a combined draft of the basic letter of instructions be prepared for further consultation not later than Monday morning, September 9.

6. After all forms have been reproduced and information inserted, it will be possible to assemble them, both according to individuals and according to Stations and Missions, but this could not be accomplished prior to the completion of the information which will be required on the Personnel Action Request.

7. This draft of personnel instructions has been reviewed and concurred in by Mr. [] of Fiscal Division and Mr. [] of Special Funds Division.


J. H. L.

Attachments